



Motor Vehicle Salesperson License Application

(Instructions and Reminders on Reverse Side)

Date ____/____/____ Salesperson License # _____

SSN _____
REQUIRED BY FEDERAL LAW-DOES NOT APPEAR ON LICENSE/ID

Name _____
LAST FIRST MIDDLE

Gender _____ Weight _____

Birthdate ____/____/____ License/ID# _____ Issuing State _____

Height _____ Eye Color _____

Dealer# _____ Type _____

Home Phone #: (____) _____ - _____

Dealer Name _____

Cellular Phone #: (____) _____ - _____

Please list all additional locations or dealers on back side of this application.

Are you a United States Citizen? *yes* ☐ *no* ☐

Applicant's Address _____

Alien Registration # _____

City, State, ZIP Code _____

Has your address changed since last issuance? *yes* ☐ *no* ☐

YOU MUST ANSWER ALL OF THE FOLLOWING, IF THE ANSWER IS "YES" TO ANY, YOU MUST SUBMIT DETAILS IN A SEPARATE STATEMENT AND INCLUDE DATE(S).

Has either your application or your privilege to sell motor vehicles ever been suspended, revoked, or refused as a salesperson or dealer in this or any other state?

| | | |
|--------------------------|--------------------------|---------|
| YES | NO | INITIAL |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Have you ever had your dealer license revoked or have you ever been employed by a dealer whose license to deal in motor vehicles was revoked or suspended?

| | | |
|--------------------------|--------------------------|---------|
| YES | NO | INITIAL |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Have you individually, as an owner, business partner, officer, or director of a business entity, been convicted of a felony and /or committed a fraudulent act or omission, or repeatedly defaulted in financial obligations in connection with the buying, selling, leasing, rental, or otherwise dealing in motor vehicles, recreational vehicles, or trailers?

| | | |
|--------------------------|--------------------------|---------|
| YES | NO | INITIAL |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Do you owe a child support obligation, that is more than six months in arrears, or are you the subject of a child support related warrant, subpoena or court order?

| | | |
|--------------------------|--------------------------|---------|
| YES | NO | INITIAL |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Have you committed any act(s) which would justify suspension or revocation of a salesperson's license under section nine of this article?

| | | |
|--------------------------|--------------------------|---------|
| YES | NO | INITIAL |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

SALESPERSON LICENSE REQUIRED FEES

\$25 Background Investigation

\$10 License Renewal

\$7 License Per Year
Issued for 3-7 years: \$21-\$49

\$5 Duplicate

\$5 Transfer

**COMPLETE THIS ENTIRE FORM.
ALL INFORMATION REQUESTED IS MANDATORY.
INCOMPLETE FORMS WILL NOT BE PROCESSED.**

Certification of Applicant

I hereby certify, under penalty of perjury, that the statements made herein are true and accurate to the best of my knowledge, information and belief. I will engage in the business of selling motor vehicles only for the dealer(s) for which the Dealer Licensing Section has so authorized.

SIGNATURE _____

DATE ____/____/____

Certification of Dealer

☐ It is hereby certified that the above named person is/was employed and duly appointed as a salesperson by the undersigned, a licensed motor vehicle dealer.

☐ I hereby certify that the above named person was employed as a salesperson on or before June 8, 2006.

DEALER SIGNATURE _____

DATE ____/____/____

DEALER NUMBER _____

Additional Dealerships and Locations

| | |
|----|---------------|
| 1. | Dealer Number |
| 2. | Dealer Number |
| 3. | Dealer Number |
| 4. | Dealer Number |
| 5. | Dealer Number |

Salesperson Licensing Instructions & Reminders:

- Salespersons and Finance/Insurance personnel must be licensed by January 1, 2008. A Salesperson License must be kept in their possession at all times.
- The Salesperson License is valid for no less than one year and not more than five years, as determined by the applicant's birthday. The renewal fee for a Salesperson License is \$10.00 every five years.
- A late fee of \$5.00 is assessed if the license is not renewed within six months after expiration. After six months of expiration, individuals must start the process for a new license and pay all initial licensing fees. This includes a background investigation and salesperson test.
- The duplicate license fee is \$5.00 for lost, stolen, or destroyed licenses.
- A transfer fee is \$5.00 and the Division must be notified within ten days. Licensees must obtain a new salesperson photo identification card when transferring to another dealership.
- Applicant's must have the employer sign, date, and check the appropriate box in the certification section located at the bottom of the application.
- Visit a local Division of Motor Vehicles Regional Office with this completed application, fingerprint cards, and a valid Driver's License or government issued pictured identification card.
- Submit a fee of \$7.00 for each licensing year, (Salesperson License is valid no less than one year and not more than five years as determined by the applicant's birthday). Payment of this fee entitles the applicant one attempt for the passing test (76% or 19 correct out of 25). The salesperson test cannot be taken more than once a week.
- Upon obtaining a passing score the applicant must submit a fee of \$25.00 for the background investigation.
- After successfully passing the test, paying all required fees, and submitting fingerprints, the Division will issue a Salesperson License Photo Identification Card with a temporary status of 90 days until the background investigation is completed.
- The Division will notify the applicant via letter regarding their permanent status once the background check has been completed and approved. (Note: The Division will automatically update the applicant's temporary license status in the DMV computer system to a permanent license status. It is not necessary to obtain another Salesperson Identification Card).

Salesperson & Finance/Insurance Personnel Employed Prior to the Effective Date of June 8, 2006

- Complete this Salesperson Licensing Application.
- Applicant must have employer sign, date, and check appropriate box in the certification section located on the bottom front side of this application.
- Visit any local Division of Motor Vehicles Regional Office with this completed application and a valid Driver's License or government issued picture identification.
- Submit the fee of \$7.00 for each licensing year and receive a Salesperson License photo identification card. (Salesperson License valid for no less than one year and not more than five years as determined by the applicant's birthday.)

Salesperson & Finance/Insurance Personnel Employed After Effective Date of June 8, 2006

- Contact the Office of Dealer Services or DMV Regional Offices for fingerprint cards. (Applicants must have two complete sets of fingerprints available for submittal to the Division before testing). Applicants must present a valid Driver's License or government issued picture identification card before being fingerprinted.
- Complete this Salesperson Licensing Application.